

## **ANSTEY PARISH COUNCIL**

### **EVENTS COMMITTEE TERMS OF REFERENCE**

#### 1. Delegation

- 1.1 Anstey Parish Council agree to adopt the Events Committee Terms of Reference at its meeting held on 3<sup>rd</sup> May 2022 and has recorded the decision under Minute 11/22.
- 1.2 Anstey Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

#### 2. Membership

- 2.1 The Committee shall consist of a minimum of three Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2 The quorum of the Events Committee will be THREE Members.

#### 3. Procedures

- 3.1 The committee will operate within Anstey Parish Council's Standing Orders and Local Government Law.
- 3.2 At the Annual Parish Council Meeting of Anstey Parish Council the Parish Council shall appoint the membership of this committee.
- 3.3 A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 3.4 The Committee have delegated authority to make decisions on events that have a previously AGREED budget from Council.
- 3.5 The Committee have delegated authority to make arrangements for scheduled events previously agreed by Council.
- 3.6 The Committee will submit all its minutes of meetings to the next appropriate meeting of Anstey Parish Council.
- 3.7 The Clerk / Deputy Clerk will provide administrative support for the Committee

#### 4. Meeting Dates

- 4.1 A minimum of four meetings will be held each year.

4.2 The schedule of meetings shall be agreed at the Annual Parish Council meeting.

5. Committee Functions

The Committee shall:

- 5.1 Advise the Council on appropriate events to be held.
- 5.2 To advise the Finance Committee on the budget requirements for Events to be held the next year to feed into the annual budget process.
- 5.3 To consider the format of events including the Annual Parish Meeting and opening of village assets.
- 5.4 To produce and update a contact list for village groups and publish this document.
- 5.5 To annually review the Community Engagement Policy.
- 5.6 To ensure that Community Engagement takes place on Council decisions.
- 5.7 To consider village enhancements:
  - Floral displays
  - Christmas Lights
- 5.8 To work in partnership with other groups in the village, the traders, the police, Charnwood Borough Council, Leicestershire County Council to Co-ordinate village events.